

Message

From: Hamilton, Karen [Hamilton.Karen@epa.gov]
Sent: 6/27/2017 7:42:09 PM
To: Arnold, Rick [Arnold.Rick@epa.gov]; Bailley, Treasure [Bailley.Treasure@epa.gov]; Berkley, Jim [Berkley.Jim@epa.gov]; Bunch, William [Bunch.William@epa.gov]; Code, Tanya [Code.Tanya@epa.gov]; Fowler, Sarah [Fowler.Sarah@epa.gov]; Hutchinson, Marcella [Hutchinson.Marcella@epa.gov]; Johnson, Allison [Johnson.allison@epa.gov]; McCarthy, Julia [McCarthy.Julia@epa.gov]; Ott, Toney [Ott.Toney@epa.gov]; Pfeiffer, Tricia [Pfeiffer.Tricia@epa.gov]
Subject: travel budget
Attachments: Travel Budget FY17 copy kh revisions Russo edits.xlsx

See attached for your projected trips. I believe they can be accommodated so please start planning and getting the TA's in the system. I will know for sure what our unit budget is, but the Office has 44k remaining.

From: Russo, Rebecca
Sent: Thursday, June 22, 2017 12:02 PM
To: Hamilton, Karen <Hamilton.Karen@epa.gov>
Subject: RE: Hamilton, Karen has shared 'Travel Budget FY17 copy kh revisions'

Hi Karen,
I used this spreadsheet and removed the trips that already took place. The only one still on there is Trish's May for the exercise because it isn't on Sallena's actuals tracker so may not have hit the system by the time she updated this last (in late May).

I have you as having spent \$20,502 to date and you are projecting an additional \$6,350 (your table revised (\$6,050 in projected trips) plus the \$300 you asked me to add in) for a total of \$25,852 for all of FY17.
Sounds about right?

Thanks!

Actuals here; revised projections attached.

Aquifer & Aquatic Resources Protection Unit

<u>Priority #</u>	<u>DCN</u>	<u>Program</u>	<u>Name of Traveler</u>	<u>Location</u>	<u>Reason for Travel</u>	<u>Dates</u>	<u>Total</u>	<u>Comments</u>
3	S7A001	AAP	Sarah Fowler	Steamboat Springs, CO	Meeting with USFS on Ski Area Expansion	10/17/16	\$ 244.10	V
6	S7A002	AAP	Brent Truskowski	Boston, MA	NPS Conference	10/31/16	\$ 1,470.56	V
3	S7A003	AAP	Julia McCarthy	Casper, WY	WY Stream Technical Team Meeting	10/25/16	\$ 198.10	V
6	S7A004	AAP	Peter Monahan	Boston, MA	NPS Conference	10/30/16	\$ 1,980.58	The 2 trips above (Peter and Al) were incorrectly charged to the AAP DCN, and can't be fixed. \$3,996.77
6	S7A005	AAP	Alfred Basile	Boston, MA	NPS Conference	10/30/16	\$ 2,016.19	

6	S7A006	AAP	Mary Ott	Dallas, TX	CWA 404 Regulatory Training	11/15/16	\$	914.41	V
6	S7A007	AAP	William Bunch	Dallas, TX	CWA 404 Regulatory Training	11/15/16	\$	886.41	V
6	S7A008	AAP	Sarah Fowler	Dallas, TX	CWA 404 Regulatory Training	11/15/16	\$	947.77	V
6	S7A009	AAP	Tanya Code	Dallas, TX	CWA 404 Regulatory Training Provide	11/15/16	\$	902.37	V
4	S7A010	AAP	Karen Hamilton	Salt Lake City, UT	Training to UT DOA SOGW on	12/5/16	\$	662.69	V
6	S7A011	AAP	Treasure Bailley	Las Vegas, NV	Advisory Committee Water Quality	12/2/16	\$	611.01	V
6	S7A012	AAP	William Bunch	Washington, DC	Standards Academy Present at Nat'l Mitigation	12/11/16	\$	2,612.31	V
6	S7A013	AAP	Julia McCarthy	Sacramento, CA	Banking Conference American Chemical	5/9/17	\$	1,147.63	V
6	S7A014	AAP	Tricia Pfeiffer	San Francisco, CA	Society Conference Ft. Belknap Regulations	4/24/17	\$	130.80	V
2	S7A015	AAP	Peter Brumm	Havre, MT	Seminar National Source Water Protection	3/28/17	\$	197.28	V
	S7A016	AAP	Marcell Hutchinson	Washington, DC	Program Mtg Ute Mtn WQ review	4/3/17	\$	1,545.05	V
	S7A017	AAP	Treasure Bailley	Cortez, CO	CERCLA Inspection American Chemical	5/6/17	\$	598.25	V
	S7A018	AAP	Treasure Bailley	San Francisco, CA	Society Conference American Chemical	4/4/17	\$	1,305.31	V
	S7A019	AAP	Tricia Pfeiffer	San Francisco, CA	Society Conference	4/5/17	\$	646.47	V
	S7A020	AAP	Julia McCarthy	Salt Lake City, UT	Meetings with Corps	5/3/17	\$	646.68	V

S7A021	AAP	Larry Arnold	Cortez, CO	Site Visit Ute Mtn. Ute WQ Nat'l Wetland Mgrs Training	5/10/17	\$	311.25	V
S7A023	AAP	Karen Hamilton	San Francisco, CA		5/22/17	\$	527.46	A
							TOTAL ACTUAL TRIPS	\$20,502.68

Rebecca A. Russo, Unit Manager
US EPA Region 8 Office of Water Protection
Technical and Financial Services Unit
303-312-6757; russo.rebecca@epa.gov

From: Hamilton, Karen [<mailto:no-reply@sharepointonline.com>]
Sent: Thursday, June 22, 2017 11:11 AM
To: Russo, Rebecca <Russo.Rebecca@epa.gov>
Cc: Hamilton, Karen <Hamilton.Karen@epa.gov>
Subject: Hamilton, Karen has shared 'Travel Budget FY17 copy kh revisions'

Here's the document that Hamilton, Karen shared with you.

Open Travel Budget FY17 copy kh revisions.xlsx

See more related to Hamilton, Karen in Delve.



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